



County of Los Angeles
Child Support Services Department



STEVEN J. GOLIGHTLY, Ph.D.
Director

DAVID KILGORE
Chief Deputy Director

January 19, 2016

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

13 January 19, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF CONTRACT EXTENSION FOR AS-NEEDED SECRETARIAL/CLERICAL AND
ACCOUNTING SERVICES (ALL DISTRICTS) (3 VOTES)**

SUBJECT

Approval to renew and exercise the As-Needed Secretarial/Clerical and Accounting Services contracts for one (1) additional calendar year, beginning on January 28, 2016, with the use of such contracts limited to only hire temporary as-needed secretarial/clerical and accounting services personnel that the County's new pilot temporary staff registry (projected launch date: April 1, 2016) is unable to fill.

IT IS RECOMMENDED THAT THE BOARD:

Approve the one-year renewal period to Agreements No. 78320 Staffmark, 78321 Future Personnel Agency, Inc. (dba: Top Tempo) and 78323 HR Management Corporation for As-Needed Secretarial/Clerical and Accounting Services for one year.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 16, 2014, the Board of Supervisors approved the As-Needed Secretarial/Clerical and Accounting Temporary Services Contract to provide temporary personnel on a short-term, intermittent basis, for a one year period beginning January 29, 2015 and ending January 28, 2016. Upon Supervisor Solis's motion, the Board instructed the Director of Personnel to consult with the Director of Community and Senior Services and the Chief Executive Officer to analyze the feasibility of creating a County temporary services registry (Registry), to be used by all County departments for secretarial/clerical and accounting services and to report back to the Board in 45 days.

On February 13, 2015, the Director of Personnel submitted the Registry report to the Board with preliminary assessment and recommendations. As of December 1, 2015, the pilot registry is expected to launch on April 1, 2016. The availability of the temporary secretarial and clerical services is important to the departments submitting this joint request; this extension ensures uninterrupted, streamlined availability of temporary personnel for Child Support Services Department (CSSD), the Public Defender (PD), and the Department of Public Social Services (DPSS), should any of these departments need them, in order to handle peak workload periods at critical times. The contracts will only be utilized, as needed and secondary to the pilot registry, in the event that the pilot registry is unable to provide the necessary temporary clerical or accounting staff that is needed within CSSD, PD, or DPSS.

Implementation of Strategic Plan Goals

The agreement is consistent with the principles of the Countywide Strategic Plan Goal #1 (Operational Effectiveness/Fiscal Sustainability) to maximize the effectiveness of the processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services; Goal #2 (Community Support and Responsiveness) to enrich lives of Los Angeles County residents by providing enhanced services, and effectively planning and responding to economic, social, and environmental challenges; and Goal #3 (Integrated Services Delivery) to maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

FISCAL IMPACT/FINANCING

The estimated cost for the three Departments is \$1.2 million for the twelve-month period of January 29, 2016 to January 28, 2017.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County is authorized under California Government Code Section 31000.4 to obtain temporary help to assist the County during any peak workload, temporary absence, or emergency order. Use of temporary help under this Government Code Section is limited to a period not to exceed ninety (90) days for any single peak work load, temporary absence, or emergency situation.

For the past several years, Child Support Services Department, the Public Defender, and the Department of Public Social Services have utilized the services of temporary agencies to fill critical work assignments. The use of temporary agencies on an as-needed basis is necessary to fill emergent or unanticipated needs when existing County employees are unavailable or cannot be transferred from other locations.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on any other County program or project.

CONCLUSION

The requested extension is required to ensure uninterrupted service to the public. Upon your Board's approval of the extension, it is requested that the Acting Executive Officer-Clerk of the Board return an approved copy of the Board letter to the Child Support Services Department at 5770 South

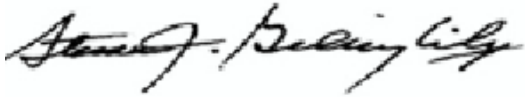
The Honorable Board of Supervisors

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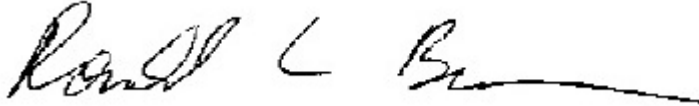
Eastern Avenue, Commerce, California 90040, Attention: Elisha Gardner, Contracts Division Chief at (323) 889-3414 for distribution to PD and DPSS.

Respectfully submitted,



STEVEN J. GOLIGHTLY, Ph.D.

Director



RONALD L. BROWN

Public Defender



SHERYL L. SPILLER

Director

SJG:RLB:SLS:lb

c: Chief Executive Officer
Acting Executive Officer, Board of Supervisors
County Counsel